

ST. CLAIR COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

ADMINISTRATIVE PROCEDURE

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I. APPLICATION:

- ☐ SCCCMHA Board
- ☐ SCCCMHA Providers & Sub-Contractors
- ☒ Direct-Operated Programs
- ☐ Community Agency Contractors
- ☐ Residential Programs
- ☐ Specialized Foster Care

II. PURPOSE STATEMENT:

St. Clair County Community Mental Health Authority (SCCCMHA) shall process an employee's resignation, retirement and/or termination from the Agency as delineated herein.

III. DEFINITIONS:

- A. Quit: an employee voluntarily resigns from the Agency without giving required notice.
- B. Resignation: an employee's voluntary severance of employment with the Agency that includes retirement. The employee gives required notice.
- C. Termination: an involuntary discharge; a severance of employment with the Agency that is involuntary on the part of the employee.

IV. STANDARDS:

- A. The Agency requires a minimum of thirty (30) days written notice of a professional employee's voluntary resignation from the Agency and a minimum of two (2) weeks written notice for all other employees. See union contracts.
- B. Upon voluntary or involuntary termination from the Agency, an employee with accrued sick days will be entitled to receive compensation for unused days to a maximum accrual of allowed sick days times the pay off schedule based on months of service as specified in the union bargaining agreement(s). See union contracts.
- C. Failure to provide the required written notice results in the employee forfeiting one (1) day of retrievable sick pay for each workday short of the required notice of a voluntary resignation.

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- D. Upon resignation, termination, quit, retirement, or death the employee (or employee's estate) will be paid the total unused vacation days and prorated vacation earned pay off will be paid as specified in the union bargaining agreement. Such payoffs of unused days will not exceed thirty-five (35) days of pay.
- E. A full time employee ending employment (voluntarily or involuntarily) must work the last scheduled workday before a holiday and the first scheduled workday after a holiday to qualify for holiday pay.
- F. An employee participating in the county retirement who ends his/her employment before eligibility for retirement may withdraw the amount he/she contributed plus interest as specified in the union contract. The St. Clair County Controller's Office processes the refund check and may be expected within two months.
- G. Compensatory time earned is paid in full to the employee at the end of employment with the Agency.
- H. When an employee gives notice of resignation and/or retirement, accrued sick time cannot be used up during the notice period before the last day of work. In other words, sick time cannot be exhausted through usage. However, if the employee is actually sick, a certificate from the treating health care professional is required to verify the illness.
- I. When an employee gives notice of voluntary resignation, accrued vacation time and compensatory time are not to be exhausted through usage. In other words, an employee will not be retained on the payroll until all accruals are exhausted. However, the Employer recognizes an employee may choose to give notice of retirement in excess of the time period required (e.g., three (3) to six (6) months). Consideration will be given to approve reasonable vacation time during the notice period if Program needs are met. The intent remains that accrued vacation and compensatory time are not to be exhausted through usage before the last day of work.
- J. Medical, dental, and life insurance coverage ceases at midnight the last day of employment. For retirees, the medical insurance coverage ends on the first day of the month following retirement.
- K. The employee has the right to continue health insurance coverage at the employee's expense, according to the COBRA Act of 1985. Employees are notified of this option by our benefits management company.
- L. Full time employees participating in the Flexible Spending Program have forty-five (45) calendar days to submit expenses they incurred before the last day of work. This is accomplished through our benefits management company. An employee who has resigned, retired or terminated cannot claim expenses or submit for reimbursement of those expenses, incurred after the last day of work.
- M. Workers' Compensation coverage ceases the last day of employment.
- N. The employee can expect a regular payroll check for wages earned and in addition expect a check for applicable accrued vacation, sick, and/or compensatory time within thirty (30) days.

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- O. The IT department will be notified of all leaves of absence and terminations according to the Computer/Information Systems Security administrative procedures #08-001-0010, within 24 hours for immediate terminations, and within 5 working days prior to last day for standard resignation. Supervisor will complete a User Access Request form in Helpdesk found on My Sage People homepage.
- P. For OASIS access termination, supervisors will complete a User Access Request form in Helpdesk found on My Sage People homepage.
- Q. The Facilities Department will be notified of all leaves of absence and immediate terminations, and within 5 working days prior to last day for standard resignation. Supervisor will complete a User Access Request form in Helpdesk found on My Sage People homepage.

V. PROCEDURES:

Employee

- 1. Includes in a resignation letter:
 - a. The last date of employment, the last day of work.
 - b. The amount of notice being given before the effective date.
 - c. Willingness to transition out of the position, if applicable.
 - d. The address where the last check is to be sent.
- 2. Sends letter to supervisor.

Supervisor, Assistant Division Director, or Program Director

- 3. Confirms acknowledgement of resignation/release from employment in writing to the employee utilizing Form #0706 or #0707 as appropriate.
- 4. Sends copies of letters of resignation and acknowledgement to the SCCCMHA Chief Executive Officer, human resource department and personnel file.

Personnel Secretary

- 5. Notifies the benefits management company of employee resignation, termination, quit or retirement.

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Labor/Employee Relations Manager

6. Schedules and conducts an exit interview with employees voluntarily resigning, quitting, or retiring. The Exit Interview is optional to the employee.
7. Assures the employee the Exit Interview will not become part of his/her personnel record.

Employee

8. Completes the applicable forms before the last day of work:
 - a. Completes and saves/approves timecard in ADP
 - b. Completes Travel/Expense Voucher and submits to Supervisor for approval

Supervisor

9. Verifies and approves the timecard in ADP. Verifies and approves Travel/Expense Voucher and forwards to administration for processing.

Employee

10. As applicable, requests the Retirement System Application for Refund of Accumulated Contributions form(s) from the County Personnel Department, if choosing to withdraw retirement contributions. Completes and returns to the County Personnel Department for processing.
11. Contacts the County Personnel Department upon actual retirement to coordinate retirement benefits at least two (2) to four (4) weeks prior to last day of work.
12. Completes the form(s) and returns to the County Personnel Department.
13. Submits all Agency keys, property and equipment to the Supervisor on the last day of work.

Supervisor

14. Documents receipt of agency property, equipment, etc. on the Property Receipt Record (Form #0705). Coordinates the return of all IT equipment with the IT Department. Coordinates return of 2 Factor Authorization (2FA), as applicable, with Data Management. Notifies facilities department so that ID badge may be deactivated. Also returns any physical keys to facilities supervisor.
15. Informs IT, Data Management, and Facilities departments of employee's leave of absence or last day of employment according to guidelines within Computer/Information Systems Security, administrative procedures #08-001-0010 and authorizes the removal of e-mail, public folders, and log on for terminated staff, using the "Electronic User Access Forms" link on the front page of the intranet.

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16. In the event of sudden termination, notifies IT, Data Management, and Facilities supervisor/designee of the need for immediate assistance with permission deactivation, mailbox forwarding and automatic reply setup, including a start and end date.
17. Ensures files (paper and electronic) are secure.
18. Informs the Chief Financial Officer if the employee does not turn in agency property/equipment the last day of work and/or if the final paycheck should be withheld for any reason.
19. Forwards the Property Receipt Record to human resources for the employee's personnel file.

Employee

20. Ensures Personnel Secretary has the correct forwarding address.
21. Notifies the Personnel Secretary of year end address for mailing of W-2 and of address changes taking place for two (2) years following the end of employment with the Agency.

VI. REFERENCES:

- A. CARF Human Resources 1.I.8.b.1.c.

VII. EXHIBITS:

None Available

VIII. REVISION HISTORY:

Dates issued 03/98, 02/00, 03/00, 05/00, 02/02, 02/04, 02/06, 08/07, 08/09, 08/11, 01/14, 03/15, 03/16, 07/16, 07/17, 07/18, 07/19, 07/20, 07/21, 07/22.